



Indiana Department of Education End-of-Course Assessments

To: Corporation Test Coordinators

From: Michele Walker, Director of Student Assessment

Date: November 20, 2008

Re: End-of-Course Assessments Online & Paper-and-pencil Testing – Registration for A1, A2, and A3

Welcome to the End-of-Course Assessments iTester™ System hosted by Questar Assessment, Inc. Registration for the corporations participating in the ECAs is now available for Corporation Test Coordinators. **This memorandum contains the information needed to register schools in your corporation.**

This memorandum includes:

- testing window and IDOE registration information;
- IN ECA administration dates and related information;
- how to access the iTester Admin site;
- a new username and password for 08-09; and
- Instructions for completing the registration process for all administrations.

Testing Window and Barcode Data Collection

As is done with ISTEP+, corporations will need to upload data to the STN Application Center in order to generate barcode labels for paper-and-pencil testing. This process **must** also be followed to generate files for all students that will be participating in online testing. <http://ideanet.doe.in.gov/stn/>

NOTE: This process does not replace the Online Registration process in which CTCs will indicate the number of students testing per content area for each administration.

IN ECA Administration Information

Administration Window	Barcode Data Collection	Registration Deadline	Delivery Method: Content Area
Administration 1 (A1)			
December 8 – 19, 2008 & January 5 – 16, 2009	November 3 - 14, 2008	December 5, 2008	Online: Algebra I, Biology I and English 11
Administration 2 (A2)			
February 9 – 27, 2009	January 12 - 26, 2009	February 6, 2009	Online: Algebra I, Biology I and English 11
Administration 3 (A3)			
May 4 – June 3, 2009	March 16 - 27, 2009	Online: May 1, 2009 Paper-and-pencil: February 27, 2009	Online: Algebra I, Biology I, and English 11 Paper-and-pencil: Algebra I, Biology I and English 11

Accessing the iTester™ Admin Site

To access the End-of-Course Assessment site for registration, please make sure that your system meets these requirements:

- ❖ **Operating System (OS):** Windows OS 98 or above, Macintosh OS X 10.4 or above.
- ❖ **Browser:** Internet Explorer 6.0 or greater, Netscape 6.0 or greater, Mozilla 1.70 or greater, Apple Safari 1.2 or greater.

Below are the **NEW** Web address, username, and password that you will need to access the End-of-Course Assessment iTester™ Admin site. (**CTCs should not allow School Test Coordinators or Examiners to use the CTC login/password at any time.**) Please save this username and password for future use.

- Web Address: <http://INeca.questarai.com/admin>
- Username: {computer generated username}
- Password: {computer generated password}

If the link is not active, follow the directions below to access the testing site:

1. Open your browser; click once in the **Address** field of the browser window.
2. Type (or copy and paste) the Web address: <http://INeca.questarai.com/admin>
3. Press **Enter** on your keyboard to advance to the administrator login page
4. Type your username in the **Username** field.
5. Type your password in the **Password** field.
6. Click once on **Login**.
7. You will be prompted to change your password the first time you log in.

Completing the Registration Process

The Corporation Test Coordinator's login is needed to complete the registration process.

To access the CTC Registration area, from the homepage select either:

- The **Registration** tab at the top of the page to the right of the Home tab
- Click [here](#) in the message, "You have not begun the registration process, click [here](#) to begin."
- Select [Edit Registration](#) form the registration summary

From the Help tab of the iTester™ Admin, you can access the CTC/STC iTester™ Admin User Manual for step-by-step instructions on completing this process.

Once the registration process is complete, all assigned School Test Coordinators (STCs) will receive a computer-generated email introducing the ECA iTester™ Admin system. This email will provide the School Test Coordinators with the URL, username/password, and directions to access the ECA iTester™ Admin Web site. ***CTCs must complete the registration process in order for schools to access the site and to allow school staff to fulfill their responsibilities.***

During the **registration process**, you will:

- identify the School Test Coordinator for each school that will be testing;
- indicate the number of students who will complete each content area per testing period; and
- **Identify Schools NOT Testing**
 - If a school is listed that will **not** be testing in the administration, de-select the "**Testing**" checkbox in the registration area for that school. Failure to do this will delay the release of report information for the schools and corporation.

Entering STCs and Counts

You are required to assign a School Test Coordinator for each school. This person will be the main contact for testing at the school. To assign the School Test Coordinator:

1. After logging in to iTester™ Admin, select the Registration tab
2. Click **Edit** to the right of the school name
3. A registration area will open for the school
4. Click in the **STC First Name** field and type the first name of the STC for the selected school

5. Press the TAB key and move to the **STC Last Name** field and type the last name of the STC
6. Press the TAB key and move to the **Online Count** column, enter the number of students who will be testing at the school for the selected content area
7. Select **Save & Next** to continue this process for the next school in your corporation.

Click once on **Save & Close** when you have entered the STC and registration for the last school in your corporation.

If you need to save what you have entered and return later to the registration center, click **Save and Continue Later** at the bottom of the registration page.

If you have completed the registration for all schools, click on the **Complete Registration** button. **Only** when you select this button will an email be sent to the STC with their necessary login information.

Administrative Survey

As a participant in the ECA iTester™, we want your feedback on your experience using iTester™ for the ECAs.

After logging in to the iTester™ Admin site, there is a Pre-Testing Survey in the upper right-hand corner of the homepage. Click on this link and complete the survey, which provides us with your input on the registration process and other pre-testing activities for your corporation and school.

Thank you again for participating in the ECA iTester™. Your involvement is greatly appreciated.

If you have any questions about this process or need assistance, please do not hesitate to contact ECA Support at ECASupport@questarai.com or 1-877-424-0322.

Additional Information

End-of-Course Assessment Related Questions and General Information:

IDOE's ECA Help Desk

Phone (317) 232-9050

Email: ECA@doe.in.gov

Questar Online Technology or Paper-and-Pencil Testing Related Questions:

Phone: 877-424-0322

Email: ECAsupport@QuestarAI.com

Core 40 End-of-Course Assessment Web site:

www.doe.in.gov/core40eca

Note: For future reference, this memorandum will be posted at <http://doe.in.gov/core40eca/welcome.html>